

# Construction Advisory

CA 2008-16  
December 5, 2008

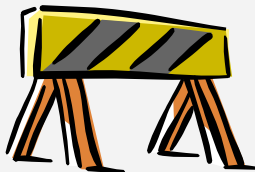
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Construction Advisory  
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BJO:AK

## Computerized Office Technician Training

The purpose of this construction advisory is to reiterate the requirement for office technician training, as outlined in Bureau of Highway Instructional Memorandum (BOH IM) 2006-13, *Project Record Certification Program*. The goal of this requirement is to ensure that personnel have the knowledge and skills required to properly document a project so it meets all state and federal guidelines.

The BOH IM requires all newly appointed engineers who are eligible for certification to attend the computerized office technician training. In addition, persons performing the office technician duties for certified engineers must attend the computerized office technician training during each four-year certification period. This includes consultants who are performing the office technician duties for certified MDOT and local agency engineers. The training provides participants with an insight into the principles of record keeping and documentation for construction projects using FieldManager.

Please note that the Certification Review Team will verify compliance with the requirement during certification reviews.

MDOT and local agency personnel can obtain training information from Therese Beasley at 517-322-1741.

Consulting firm personnel can obtain training information by contacting Fishbeck, Thompson, Carr & Huber, Inc. at 800-456-3824, or by going to their MDOT training Web site at <http://www.ftch.com/?page=mdottraining&id=15>.

Consulting firm personnel may also contact the American Council of Engineering Companies by calling 517-332-2066, or by going to their Web site at <http://www.acecmi.org/index.cfm>.

Engineers, please share this construction advisory with local agencies and consultants within your jurisdiction.